

RFP YH07-0068
Financial Consultation RFP
Offerors' Questions and AHCCCS Responses
July 30, 2007

Question 1:

Uniform Terms and Conditions, Page 33, #49. Is it the State's intent that any arbitration between the parties would be *binding* arbitration?

Answer 1:

No, the RFP does not mandate binding arbitration. While it is an option that a state agency may include in a contract under (A) of A.R.S. 12-1518, this RFP does not include a requirement for it.

Question 2:

Please explain the State's standard procedures it follows to conduct the arbitration process (see page 33, #49), for example, selection of arbiter, etc.

Answer 2:

The procedures and effect of the arbitration process are as set forth in A.R.S. 12-1518 (B). Since the RFP does not specify arbitration before an entity such as the American Arbitration Association, subsection (B) of the statute requires compliance with the provisions of A.R.S. 12-133 and court rules that implement it – Chapter IX of the Arizona Rules of Civil Procedure.

Question 3:

We have a consultant who we feel would be a good fit for the project you have outlined in the scope statement. However, he is based in Tucson, AZ, and due to family matters would only be able to commute to Phoenix 2-3 days per week. On other days he would be able to operate "virtually" from his home office. Is this within the realm of possibility?

Answer 3:

Usage of financial consultants will be at the discretion of the user departments. One department may require that a consultant work on-site and another may not. Each project is different. We encourage your company to submit a proposal.

Question 4:

The RFP states (page 11, 1.1) that "offerors shall provide proposed hourly rates for Financial Consultants in the format identified for this section." The table on page 12 identifies the positions described within the RFP and requests an hourly rate for each position. We have single staff members that meet the requirements for multiple position descriptions. For example, we have accountants who also meet the requirements for a Financial Examiner. In addition, we have several accountants with differing bill rates based on experience and expertise although they all meet the requirements for either Accountant or Accounting Specialist. Similarly, because "review of rate setting" is an example of a project task (page 5, 4.3), we intend to identify several actuaries under "optional add-on positions." Like our accountants, our actuaries have differing rates based on experience and expertise. Our preference would be to list key staff members by name, the personnel categories for which they are qualified, and the hourly rate for each as follows:

Name of Staff	Accountant, Financial Examiner, Fiscal Services Specialist	\$xxx.00
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Is it acceptable to present our proposed rates in this manner?

Answer 4:

Please follow the instructions in the RFP for the Pricing Schedule section so that our evaluation committee can easily compare proposals.

Question 5:

Is this the first contract AHCCCS has released for financial consultation services (or similar) or are there currently firms/individuals under contract for these services? If there are incumbent firms/individuals, can you provide a copy of these contracts?

Answer 5:

This is the first solicitation AHCCCS has released for financial consultation. Several years ago AHCCCS released a solicitation for management consultants which included some financial services; however that contract expired in 2006. Although that contract (#YH00-0009) has expired, it is still available for public review.

Question 6:

Can you provide additional information about why AHCCCS is releasing the RFP at this time, i.e., are there currently identified projects that AHCCCS anticipates it will need assistance within the near future? Does AHCCCS anticipate that the contract will be used for specific projects or might AHCCCS use the contract for individuals to complement the existing AHCCCS staff on an on-going, daily basis?

Answer 6:

This is a requirements type contract and as new requirements are identified, AHCCCS intends to utilize this contract.

Question 7:

The RFP states that the response must be type written. Can you provide a word document for the following forms, or can they be hand written? Exhibit D, the Certificate of Insurance, and Exhibit F.

Answer 7:

Offerors don't need to do anything with the Certificate of Insurance form. We are providing this only as a sample of what an insurance certificate looks like. We just need a typed statement from each offeror, as indicated on page 22 (one sentence is fine), that they are willing to submit a certificate of insurance within 5 business days of contract award.

On Exhibit F, Offeror's Checklist, and Exhibit D, Offeror's Financial Disclosure, please type in the answers. We require answers to be typed because sometimes the evaluators have been unable to read offerors' handwritten responses.